Creating a Photograph for Government ID

Please use the following step-by-step process for creating your photo to be included in your NRCS Government ID Card.

All offices in the state should have a Digital Camera, which is usually an Olympus Camedia C-4000 Zoom.   This is an excellent digital camera and takes acceptable photographs for making an identification photograph. In getting ready to make the photograph make sure that the following are ready:

☐ The batteries for the camera are fully charged
☐ The lens of the camera is clean (only use a lens cleaning paper or cloth to clean the lens – do not use solutions unless specifically made for a camera lens. Cleaning solutions you use for your glasses may damage the coating on a camera lens)
☐ Make sure there is a memory card in the camera on which to record the image.

Inserting/Removing the memory card (SmartMedia)

This camera uses SmartMedia card to record pictures. This manual uses the term "card" when referring to SmartMedia.
Be sure to use a 3 V (3.3 V) card. Non-Olympus 3 V (3.3 V) cards must be formatted with the camera. Do not use a 5 V card or a 2 MB card.

❶ **Make sure the camera is turned off (i.e. the mode dial is set to OFF). Open the card cover.**

❷ ■ **Inserting the card**
Insert the card fully with the contact area facing towards the monitor side. Insert until you feel it locked into place.
● Hold the card in a straight orientation to the card slot. Do not attempt to insert the card at an angle.
● Note the orientation of the card. If it is inserted incorrectly, it may become jammed.
■ **Removing the card**
**Push in the card lightly to unlock it, then pull it out.**

❸ **Close the card cover securely until it clicks.**
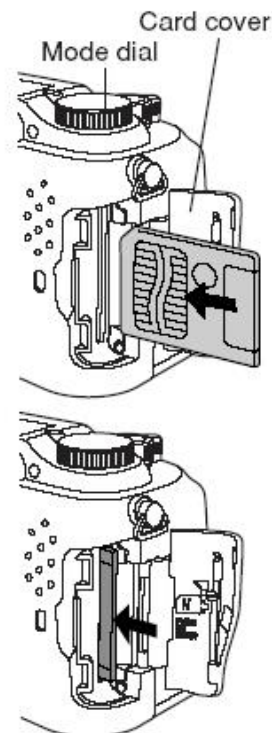
□ Select a plain background either inside or outside in the shade.   Do not take the photo in full sun outside. The background should be white, light beige, cream or some other light color.   Avoid dark paneling, brick walls, or other backgrounds that are dark or have some pattern.

□ Remove the lens cap and turn the camera on by selecting "P" on the knob on the top right side of the camera.

Power on/off

❶ **Before turning the camera on, press the tabs on the lens cap to remove it.**

❷ **Set the mode dial to P, A/S/M/ⓂⒻ , ⓈⓅ or ▶ .**
 ● The camera turns on.
 ● The lens moves out when the mode dial is not set to ▶ .

❸ **Set the mode dial to OFF.**
 ● The power turns off.

Mode dial

OLYMPUS

OLYMPUS

Lens cap
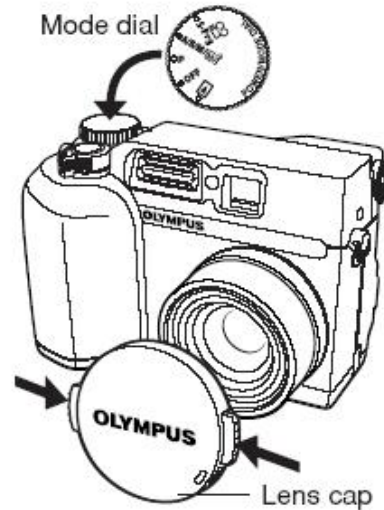
□ When shooting the photo inside, set the flash to the red eye reduction setting by pushing the flash mode button on the back of the camera.   It is marked with a lighting bolt symbol (⚡) at the top center on the back of the camera.

Flash mode button (⚡)
Erase button (🗑)

Arrow pad (△ ▽ ◁ ▷)

OK/Menu butt
Manual focus
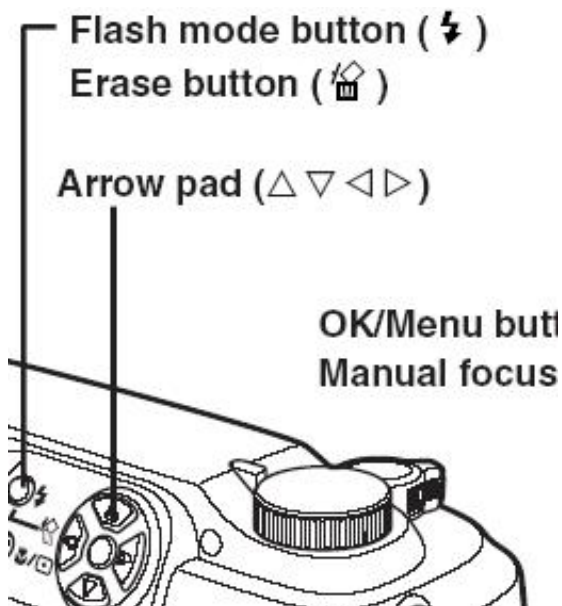
□ Press this button until you see the red eye reduction symbol in the LCD screen on the back of the camera.   The first time you press the button, the LCD screen comes on it is off, the second time a box should come up saying

auto, and press again and it should change to the red eye reduction mode. The red eye reduction mode strobes the flash before it takes the photo. This makes the pupil of the eye close and reduces the reflection of the flash on the back of the eye, which causes the red eye in color photos. When you take the photo, there will be 4 or 5 rapid flashes and the one longer flash which takes the photo. Be sure the subject keeps their eyes open through all the flashes.

Red-eye reduction flash ◉ :

☐ If you are shooting the photo outside in the shade, keep pushing the flash button until you see the (⚡) in the LCD screen. This setting makes the flash go off even outside. This is called a "fill flash" and highlights the subject and provides detail to photo. This eliminates shadows in the subject when taking photos outside. Photo below: left is no fill – right is fill flash.
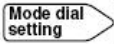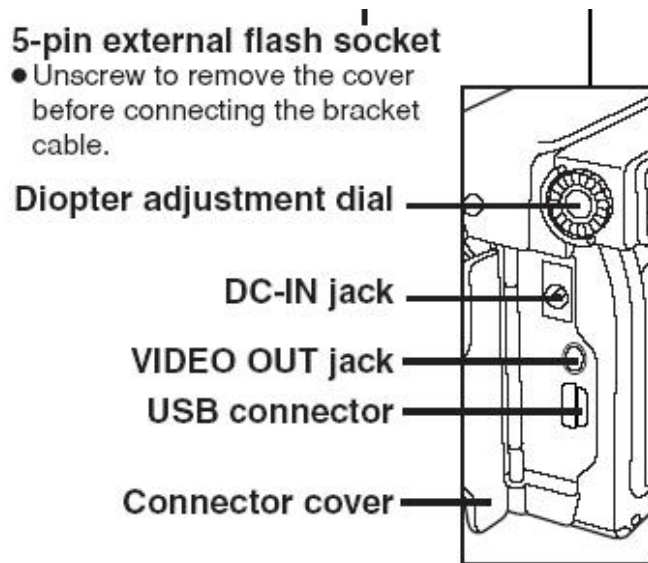

☐ Get someone to take the photo for you after you set the camera. Position the subject about a foot or two from the background and frame the photo taking a vertical photo (meaning the camera is turned sideways) like the below.
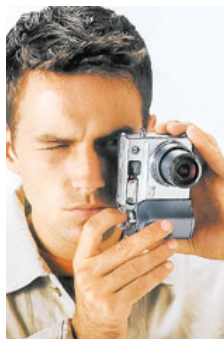
☐ Frame the photo with the center of the photo on the subjects face and slightly on the shoulders and a little space at the top of the photo. Do not zoom in to the photo. The photographer needs to move back and forth to frame the photo. It should be framed like below.

☐ After framing, press the shutter button half way down to allow the camera to focus on the subject. These camera are a little slow to auto focus. If you take the photo too fast, it will probably be out of focus. Then slowly press the shutter release all the way down till the photo is taken. TAKE SEVERAL PHOTOS.
☐ Review the photos by turning the selector mode to the view mode symbol , hit the quick view button on the back of the camera (turns LCD screen on) and then toggle left and right on the buttons above the OK button. If you have at least one good photo (clear, good framing, and eyes open), then down load to the computer.
☐ To download the photos to the computer, turn the camera off.
☐ Plug the USB cord, which came with the camera, into the slot marked USB connector as illustrated below. This slot is behind a little door on the side of the left side of the camera if you are looking at the camera back side.

5-pin external flash socket
● Unscrew to remove the cover before connecting the bracket cable.

Diopter adjustment dial

DC-IN jack

VIDEO OUT jack

USB connector

Connector cover

☐ Plug the other end of the USB cord into a USB port on the computer.   The computer should be out of the sleep mode and desktop visible. Once the cord is plugged in, turn the selector mode on the camera to the view mode symbol [Mode dial setting] ▷ [▶] and within a few seconds, the computer should start recognizing the camera and memory card in the camera.

☐ If the camera wizard pops up, then just follow the directions for downloading to the computer.   You want to follow the instructions to download to a folder. Open the folder where the files were downloaded to and go to the email file instructions below.

☐ If the wizard does not pop up, double click on "My Computer" and then double click on the Removable Disk listing.

Devices with Removable Storage

DVD/CD-RW Drive (D:)   CD Drive
Removable Disk (E:)   Removable Disk

You will then see a folder to open, DCIM, then another folder, 100OLYMP (open), and then the photos.

TO EMAIL FILES

If you see the files in the folder and not the photos, hit View in the Menu, and select thumbnails.   Click once on the photo you would like to select for your ID photo, and then select email photo in the list of functions on the left side of the screen.   The following screen will come up:

☐ Select Keep Original Size and click OK – The computer will then transfer the photo to a email. Address the email and send to the person designated in the request. Send a copy of the email to yourself and save it till your ID is returned by the state office. Check your sent file and make sure the email was sent and the correct photo file was attached.

☐ Save the files to your computer, if you did not use the wizard, by dragging the files from "My Computer" to the desktop and save them in a folder till your ID is returned.

☐ You can now delete the files on the camera by right clicking on them and select delete.

☐ Turn the camera to off and then disconnect the USB cord.

ALL DONE